

Madison Police Department Search Warrant Checklist

Date & Time: _____
Location: _____
Supervisor: _____

Affiant: _____
Crime Related: _____
Case #: _____

Section 1: How was probable cause gained? (Check all that apply.)

- _____ 1. From police officer/detective, through an active investigation or observation.
- _____ 2. From an active and registered informant. (If yes, complete section 4,5.)
- _____ 3. From an anonymous citizen. (If yes, complete section 4, 5.)
- _____ 4. From a known citizen. (If yes, complete section 4,5.)
Name: _____ Address: _____
Phone: _____

Brief Statement of probable cause:

Section 2: Legal description of the Premises. **MUST BE COMPLETED**

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | 1. Has the premises been personally observed by affiant or police?
Name of officer/detective making observation: _____ |
| _____ | _____ | 2. Has the following been confirmed by affiant? |
| _____ | _____ | a) color of premises |
| _____ | _____ | b) street name |
| _____ | _____ | c) house number and location of numbers affixed to residence |
| _____ | _____ | d) distinguishing features, i.e., sheds, fences, out buildings |
| _____ | _____ | e) does the description distinguish the house from others? |

Section 3: Related verification checks:

- | Yes | No | |
|-------|-------|--|
| _____ | _____ | 1. Real Estate/Land/Utilities/Taxes/Business licenses:(Name found) |
| _____ | _____ | 2. Huntsville Utilities/Cable Company: _____ |
| _____ | _____ | 3. Phone Directories: _____ |
| _____ | _____ | 4. DMV checks on vehicles at residence:
_____ |
| _____ | _____ | 5. Do computer checks show suspect as list resident at address?
How recent? _____ |

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Yes	No	
_____	_____	6. Has surveillance shown suspect(s) at residence(s)? Surveillance conducted by whom: _____ Date: _____ Time: _____
_____	_____	7. Is the residence to be searched, currently occupied?
_____	_____	8. If the residence is a hotel or an apartment:
_____	_____	a) has the landlord manager been contacted?
_____	_____	b) does the registration/lease show suspect as resident?
_____	_____	c) apartments/condos only-does mailbox display suspect(s) name?

Section 4: Use of informants: If an informant wasn't used mark through this section

Yes	No	
_____	_____	1. Registered and active informant used? Informant number: _____
_____	_____	2. Is informant's file up to date?
_____	_____	3. Were confidential funds used to pay informant? Recorded? _____
_____	_____	4. Has informant been proven credible in the past?
_____	_____	5. Has informant information led to arrests/recovery of evidence in the past?
_____	_____	6. Is informant otherwise connected to case? If so, how? (i.e., co-defendant, conspirator, facing their own charges?) _____ _____
_____	_____	a) If no, is informant's motivation known?
_____	_____	7. Was informant under visual or electronic surveillance when probable cause was gathered? By whom? _____ How was information gathered? _____
_____	_____	8. Is informant willing to testify?
_____	_____	9. Does informant have legal standing/reason to be in residence?
_____	_____	10. Has informant information been corroborated by other means?
_____	_____	11. Has a recent CJIS/Flex check been conducted on informant?
_____	_____	12. Is informant an anonymous citizen?
_____	_____	12. Was the information given, found to be credible?
_____	_____	13. Did totality of information given, provide basis for probable cause?

Section 5: Observations of the informant or detective:

Yes	No	
_____	_____	1. Were other subjects/suspects present? If so, how many? _____ Were others identified? Names: _____ _____
_____	_____	2. Were children present? How many? _____
_____	_____	3. Are elderly people present? If yes, are ages/medical conditions/locations known? _____

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Yes	No	
_____	_____	4. Are any mentally challenged and/or people with special needs present? Explain: _____ _____
_____	_____	5. Are any weapons known, or believed, to be inside residence? If so, what are the locations of and types of weapons? _____ _____
_____	_____	6. Are/were dogs or other animals present? _____ _____
_____	_____	7. Is there any information about the suspect or suspects which may indicate the following: a) Do the suspect(s) have a past record of violent crimes and/or are they prone to violence? b) non-English speaking? c) mentally unstable? d) under influence of drugs e) made threats against police? If yes, describe: _____ _____
_____	_____	8. Do we have floor plans/blueprint of location where search warrant is to be served? Are the plans accurate? _____
_____	_____	9. Has informant provided information, or do we have independent sources, to indicate that there is other officer safety concerns? (i.e., explosives, barricades, booby traps, infectious diseases, hypodermic needles, hazardous chemicals, etc.) Describe: _____ _____
_____	_____	10. Are there any known approach/entry concerns such as alarm systems, motion lights, fences, security cameras, etc.: Describe: _____ _____
_____	_____	11. Do/does the suspect/suspects utilize lookouts to warn of police approaching? If yes, what methods do they use (i.e., portable radios, cell phones, whistles, hand gestures, etc.)? _____ _____
_____	_____	12. Is there a high likelihood of evidence being destroyed from information obtained during the investigation, due to disposal of evidence, location of evidence to areas where it can be easily disposed of, or removed, kept in vehicles, etc: If so, describe: _____ _____

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Section 6: History of target and residence/premises:

Yes	No	
_____	_____	1. Has suspect(s) been fully identified?
_____	_____	2. Does suspect(s) have prior convictions or charges?
_____	_____	3. Does suspect(s) have prior weapons and/or violent crimes charges? If yes, list: _____ _____
_____	_____	4. Has residence been subject to search warrant in the past?
_____	_____	5. Are the photographs of the suspect(s) and/or residence available?
_____	_____	6. What computer or intelligence sources have been checked: Indicate Y or N next to that which applies: Flex _____ DMV _____ Case History _____ NCIC DL Inquiry and CCH _____ Other Jurisdictions _____ A/CJIS _____ Victim/Witness _____ TLO/Finder _____ CAD Prior History _____ Other Records _____
_____	_____	7. Is the residence the target of any other, KNOWN, investigations?
_____	_____	8. Has pre-operation surveillance been, or will be, conducted?

Section 9: Considerations before the operation:

Yes	No	
_____	_____	1. Is the target location near a school, daycare, or other business. * Will they be notified prior to execution of the search warrant?
_____	_____	2. Will other resources be needed in this operation? Y or N what resources are needed: SWAT _____ NADTF _____ Fire Dept. _____ K-9 _____ EOD _____ Drone Unit _____ Crime Scene _____ Other: _____
_____	_____	3. Has an operational plan been completed? If yes, by whom: _____ _____
_____	_____	4. Have all persons, to be included, been advised of the date, time, and location of briefing for the operation? Date: _____ Time: _____ Location of briefing: _____
_____	_____	5. Have maps, operational plan copies, photographs, and all pertinent information been provided to all personnel involved?
_____	_____	6. Has the State Code(s) been verified as accurate on the affidavit?
_____	_____	7. Has a District or City Attorney's Office been consulted on case? If yes, who: _____ If no, why? _____ _____
_____	_____	8. Has consideration been given to having the affidavit sealed in Circuit Court?
_____	_____	9. Are evidence recovery and packaging supplies on hand?

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Yes	No	
_____	_____	10. Will a Crime Scene Unit be needed for special evidence handling?
_____	_____	11. Has an evidence documentation scribe been assigned and are they equipped to properly document evidence recovery?
_____	_____	12. If electronic evidence is expected to be seized, has FBI RCFL been consulted?

Attach the following: Copy of search warrant affidavit
Copy of floor plans
Copy suspect/resident photographs, and information
Copy of Operational Plan

Affiant's Signature: _____ Date: _____
Supervisor's Signature: _____ Date: _____

Supervisor's notes:

